

City of Chattanooga, TN
Personnel Class Specification

Class code 0558

FLSA: Exempt

CLASSIFICATION TITLE: CODES COORDINATOR, SENIOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform supervisory/skilled work functions associated with review of construction drawings and site plans for new buildings and remodeling projects to ensure compliance with applicable codes.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises and performs review of blueprints, construction drawings, and site plans for new buildings and remodeling projects for conformance with applicable codes, established specifications, and approved construction plans.

Interprets and enforces the provisions of applicable federal, state, and local codes, laws, rules, regulations, specifications, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Coordinates daily work activities; organizes and prioritizes department workload; makes work assignments; monitors status of work in progress; inspects completed work.

Consults with assigned staff to review work requirements, status, and problems; assists with complex, unusual, or problem situations; provides direction, advice, and technical expertise.

Provides information and technical assistance concerning code requirements; discusses problem areas with architects, design engineers, contractors, and developers; recommends solutions to problems; responds to questions or complaints concerning code violations.

Reviews commercial, residential, and subdivision construction plans for zoning issues, life safety issues, and building code compliance.

Reviews need for fire protection on various projects with fire department.

Ensures building plans are reviewed/approved by other departments as appropriate; monitors progress of plans under review by other departments.

Conducts site visits as needed to obtain information on projects to ensure compliance with code.

Approves building permits for commercial/residential projects.

Attends Variance Board meetings, Building Code Appeals Board meetings, weekly construction meetings, and other meetings as needed.

Performs research functions as needed.

Maintains logs and records of code review activities.

Prepares or completes various forms, reports, correspondence, logs, plans review reports, annual reports, performance appraisals, or other documents.

Receives various forms, reports, correspondence, appeals board reports, variance board reports, city council reports, fire district maps, historic certificates, architectural drawings, construction plans, zoning maps, tax maps, manuals, code books, ordinances, standards, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes word processing, database, e-mail, or other software programs.

Ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals.

Communicates via telephone and/or two-way radio; provides information; takes and relays messages; responds to requests for service or assistance.

Communicates with supervisor, employees, other departments, contractors, architects, engineers, developers, attorneys, property owners, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Operates and maintains a motor vehicle used to conduct work activities.

Maintains file system of departmental records; ensures plans are filed/archived following review; ensures plans are delivered to microfilming department.

Copies and distributes forms, reports, correspondence, and other related materials.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Associate's degree with course work emphasis in Civil Engineering or Building Construction; supplemented by three (3) to five (5) years previous experience and/or training that includes building construction, architecture, civil engineering, or building code enforcement, to include interpretation of blueprints and building codes; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain valid Building Inspector Certification. Must possess and maintain a valid Tennessee Driver's License.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of

objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate depth and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, temperature extremes, machinery, traffic hazards, toxic agents, violence, or disease.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.